

HIGHLANDS RECREATION DISTRICT BOARD MEETING
Tuesday, December 9, 2014

Attendants:

BOARD- Pam Merkadeau (PM)
Hal Carroll (HC)
Michelle McNeil (MM)
Johanna Anton (JA)
Eric Olbekson (EO)

STAFF- Brigitte Shearer (BS)
Rebecca Hitchcock (RH)
Mike Koenig (MK)
Jeff Schwartz (JS)
Amanda Armstrong (AA)

COUNSEL Portor Goltz (PG)

CALL TO ORDER

The meeting was called to order at 7:03pm by Board Member MM

REVIEW AND APPROVAL OF THE MINUTES

Board Member PM made a motion to approve the minutes of the October 14, 2014 Regular Board Meeting, and the October 27 and October 31 Special Board Meetings. (JA second). The motion passed unanimously. (EO did not vote).

INTRODUCTION OF GUESTS

Deirdre Murtaugh (left at 8:05pm)

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

None

For the good of the order, New Business Item A was conducted:

A. Eric Olbekson was sworn in as Board Member of the Highlands Recreation District.

MANAGER'S REPORT

A. Programming –

- a. ASP – ASP is on track to meet budget projections. Winter camp registration is ahead of last year. In Crowd renovation is underway. Flooring and permanent basketball hoop will be installed in the coming weeks. Fall 2015 registration will begin January 26 for residents.
- b. Seasonal Programs – We have higher program revenue than last year. Rental revenue is also up. New (different) class offerings are planned for Spring/Summer. HRD assisted Highlands PTA in arranging a lunchtime activity program at school. This program has been very well-received and offers a chance for HRD program instructors to highlight their classes to prospective students. The holiday event on 12/6 was a big success. There was lots of singing and Santa was awesome.

- c. EEC – EEC is on track to meet budget projections. A fee increase will be implemented in September for current EEC families. This is the first increase since EEC opened.
 - d. Pool – dome installation went smoothly. Swim team is at capacity. Pool rentals are consistent with regular scuba rentals. The winter staff roster is full. There's a CERT class beginning in February.
- B. Facilities & Grounds – HRD has applied for a Cal Fire grant for more fuel reduction/clearing. The open space piles have been moved away from residences. The inspection of drainage near the Wenaas property has been partially done. Staff is making preparations for the upcoming storm. The HRD has a new cleaning crew. New blinds will be installed in EEC classrooms for an improved look and enhanced safety. Utility usage is higher than last year. Staff will investigate this further. LEED certification is nearly complete for the EEC building. A nearly new elliptical was donated to the Fitness Center.
- C. Administration – The Aquatics Supervisor job opening is posted until December 19. Staff will finalize the interview schedule once all applications have been received. BS met with Supervisor Pine regarding Rec activity. The 2014 financial audit has been completed and the report will be finalized shortly. Staff is revising schedules and programs to accommodate the 2015/2016 revised school calendar.

COMMITTEE REPORTS

None

FINANCIAL REPORT

The YTD financials were discussed. Board Member HC's questions were discussed and answered.

UNFINISHED BUSINESS

A. None

NEW BUSINESS

- A. SDLF Conference in January: The upcoming conference was discussed. Early Registration interest must be communicated to BS by December 19.
- B. UPCOMING MEETINGS: JANUARY 13, FEBRUARY 10.

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member EO made a motion to pay the bills (HC second) and the motion passed unanimously.

ADJOURNMENT

Board Member PM made a motion to adjourn the meeting (JA second) and the motion was passed unanimously. The meeting was adjourned at 8:16 pm.

Brigitte Shearer
Board Secretary